

Ton Duc Thang University CENTER FOR APPLIED INFORMATION TECHNOLOGY



Course Lecture

MOS WORD 2016

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- Textbooks

- [1]. Joan E. Lambert, [2017] MOS 2016 Study Guide for Microsoft Word

- Main references:

- [2]. Wiley, [2016]. Microsoft Official Academic Course MICROSOFT WORD 2016.
- [3]. Windows 10 tutorialspoint SIMPLY EASY LEARNING [2018].

Ton Duc Thang University

Chapter 4

INSERTING AND FORMATTING OBJECTS IN A DOCUMENT

Chapter 4. Inserting and formatting objects in a document



4.1 Insert and format Pictures

4.2 Insert and format Shapes

4.3 Insert and format WordArt, SmartArt

4.4 Insert Screenshot (Screen Clipping)

4.5 Apply and manipulate Text Boxes

Chapter 4. Inserting and formatting objects in a document



4.6 Create and manipulate Tables

4.7 Create Bookmarks and Hyperlinks

4.8 Insert Cover pages

4.9 Create and modify Headers and Footers

Chapter 4. Inserting and formatting objects in a document



4.1 Insert and format Pictures

4.2 Insert and format Shapes

4.3 Insert and format WordArt, SmartArt

4.4 Insert Screenshot (Screen Clipping)

4.5 Apply and manipulate Text Boxes

4.3 Insert and format WordArt, SmartArt

- 1/. Insert WordArt
- 2/. Format WordArt
- 3/. Insert SmartArt
- 4/. Format SmartArt

4.3 Insert and format WordArt, SmartArt

1/. Insert WordArt

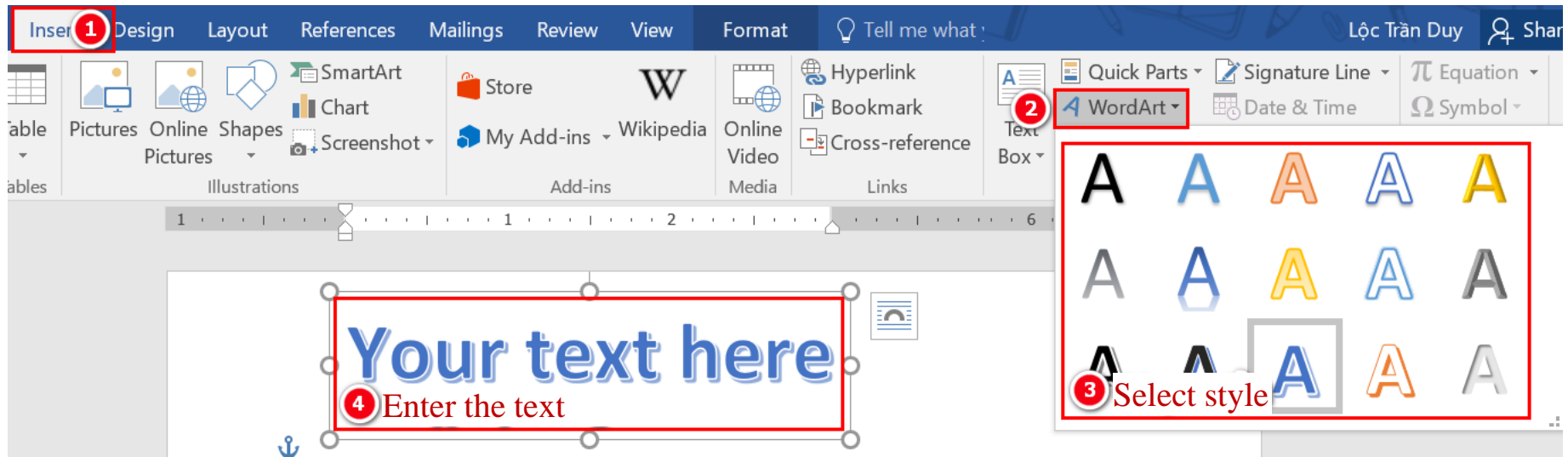
2/. Format WordArt

3/. Insert SmartArt

4/. Format SmartArt

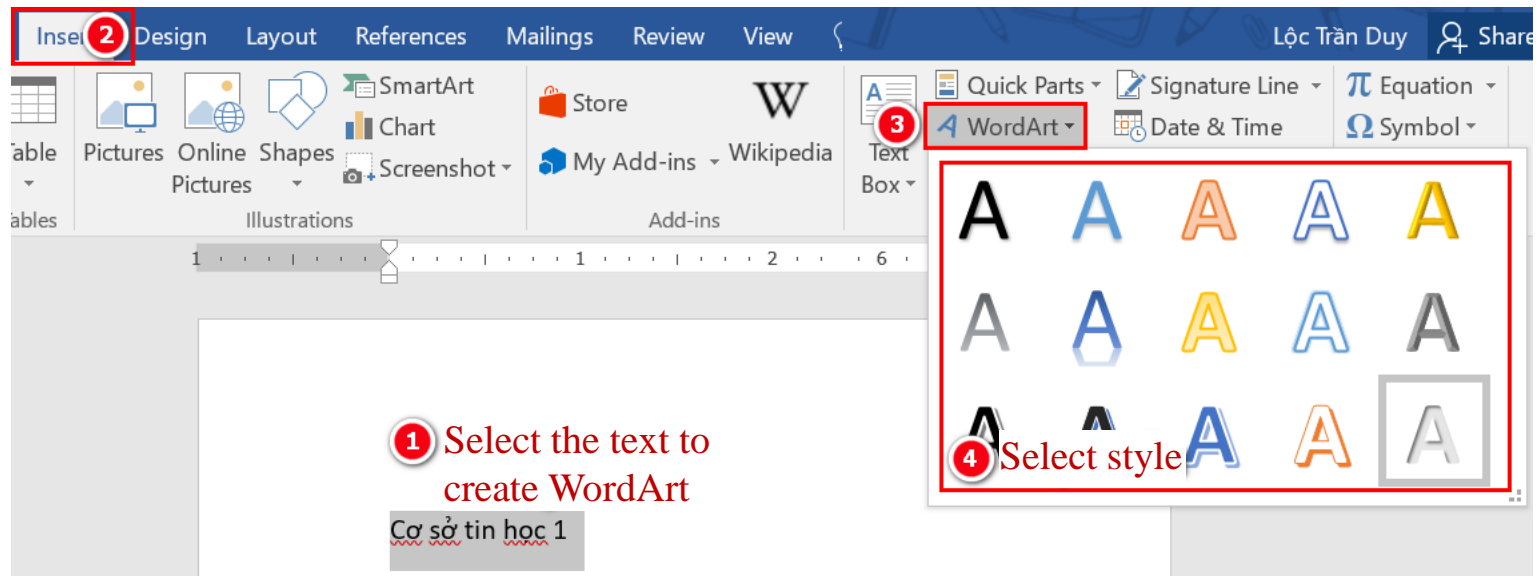
1- Insert WordArt

- Insert WordArt from new text:



1- Insert WordArt

- Insert WordArt from existing text:



4.3 Insert and format WordArt, SmartArt

1/. Insert WordArt

2/. Format WordArt

3/. Insert SmartArt

4/. Format SmartArt

2- Format WordArt

- **Format WordArt**

Perform similarly to shape (Lecture of Week 6 - Chapter 4)

4.3 Insert and format WordArt, SmartArt

1/. Insert WordArt

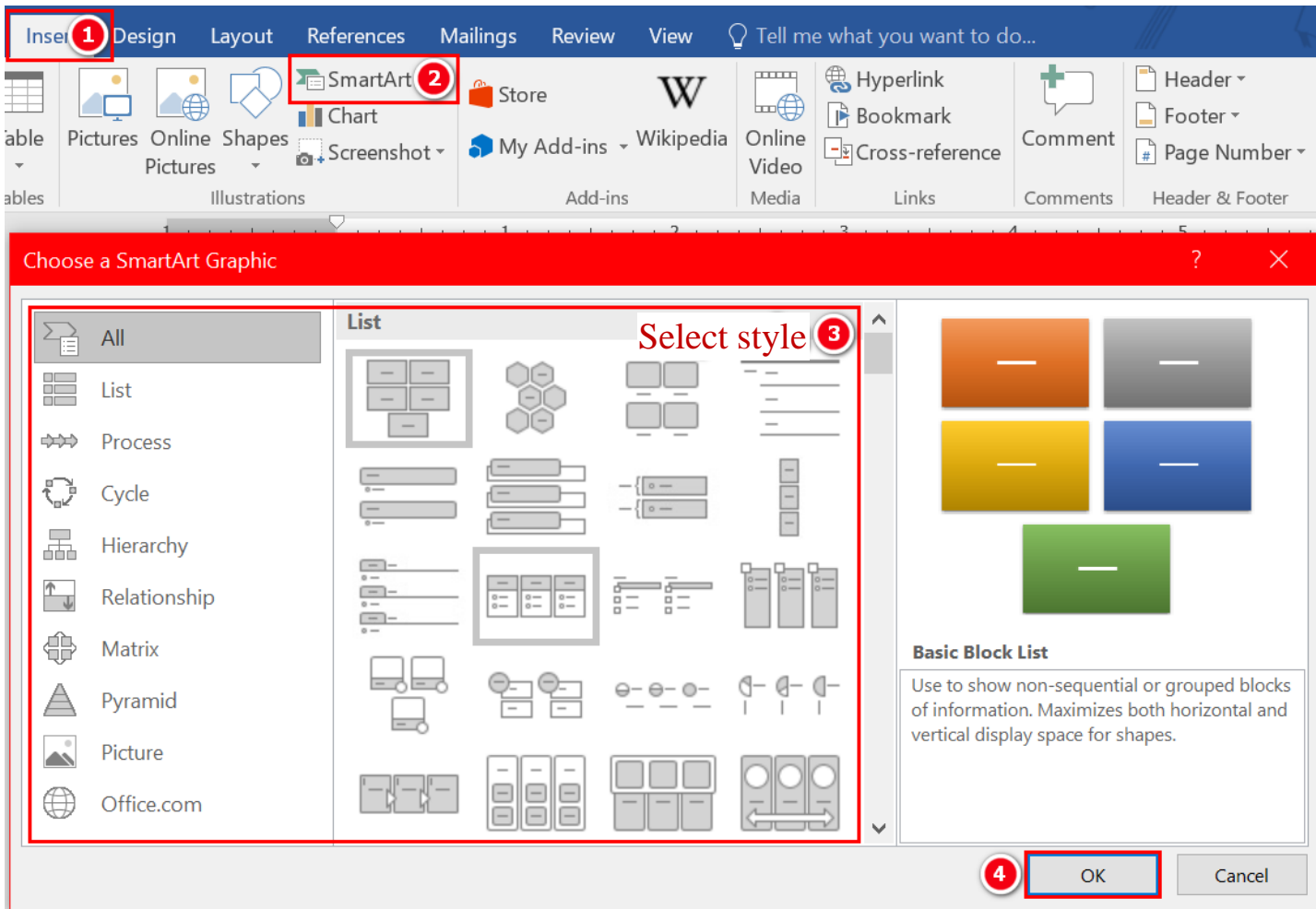
2/. Format WordArt

3/. Insert SmartArt

4/. Format SmartArt

3- Insert SmartArt

• Insert SmartArt



4.3 Insert and format WordArt, SmartArt

- 1/. Insert WordArt
- 2/. Format WordArt
- 3/. Insert SmartArt
- 4/. Format SmartArt**

4- Format SmartArt

- a. Add text to a SmartArt (include adding a shape)
- b. Delete a shape from a SmartArt
- c. Re-arrange shapes in a SmartArt
- d. Change a SmartArt
- e. Apply a style to a SmartArt
- f. Change the color of a SmartArt
- g. Format each shape in a SmartArt

4- Format SmartArt

a. Add text to a SmartArt

The image shows the Microsoft Word SmartArt task pane on the left and a SmartArt diagram on the right. The task pane has a title bar 'Type your text here' and a list of items: 'Word 2016', '[Text]', and '[Text]'. A red box highlights the list, and a red circle with the number '3' is next to the text 'Enter the text Press ENTER to add shape to SmartArt'. Below the list, there is a section titled 'Continuous Block Process' with the text 'Use to show a progression or sequential steps in a task, process, or workflow. Works best with minimal Level 1 and Level 2 text.' and a link 'Learn more about SmartArt graphics'. The SmartArt diagram on the right is a 'Continuous Block Process' diagram with three blue rounded rectangular shapes connected by a large blue arrow pointing to the right. The first shape contains the text 'Word 2016', the second contains '[Text]', and the third contains '[Text]'. A red circle with the number '1' is next to the text 'Select SmartArt' and a red circle with the number '2' is next to a small square button with a right-pointing arrow.

Type your text here

- Word 2016
- [Text]
- [Text]

3 Enter the text
Press ENTER to add
shape to SmartArt

Continuous Block Process

Use to show a progression or sequential steps in a task, process, or workflow. Works best with minimal Level 1 and Level 2 text.

[Learn more about SmartArt graphics](#)

1 Select SmartArt

2

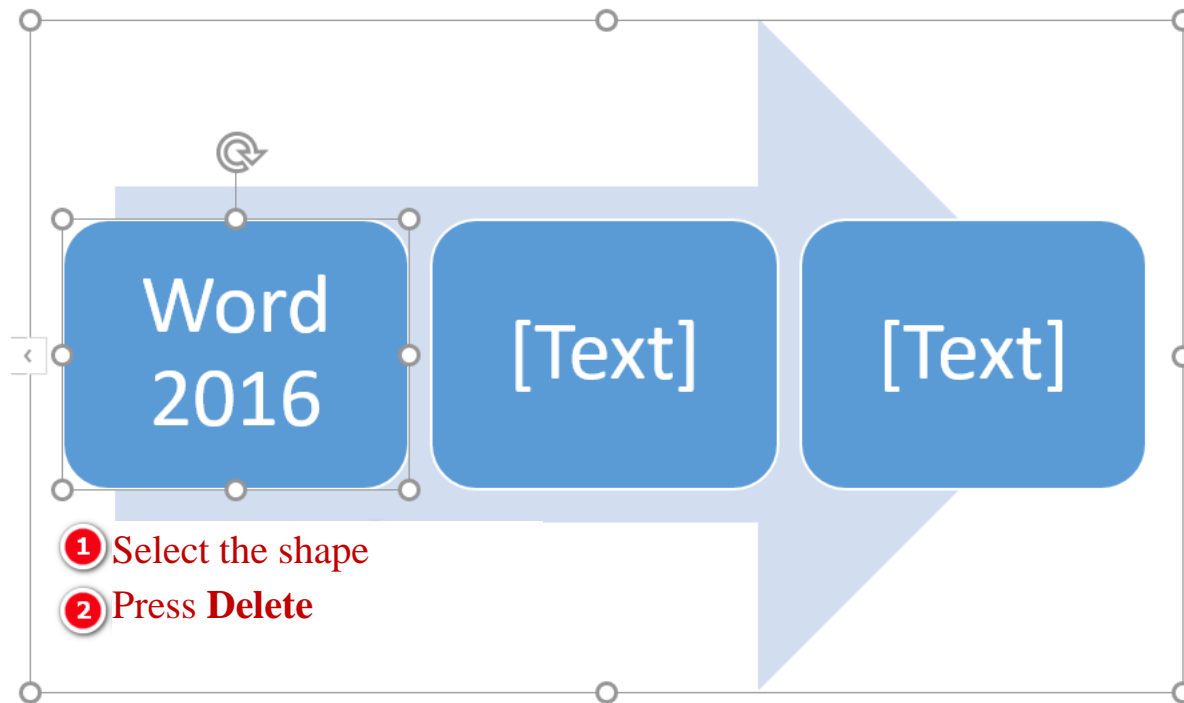
Word 2016

[Text]

[Text]

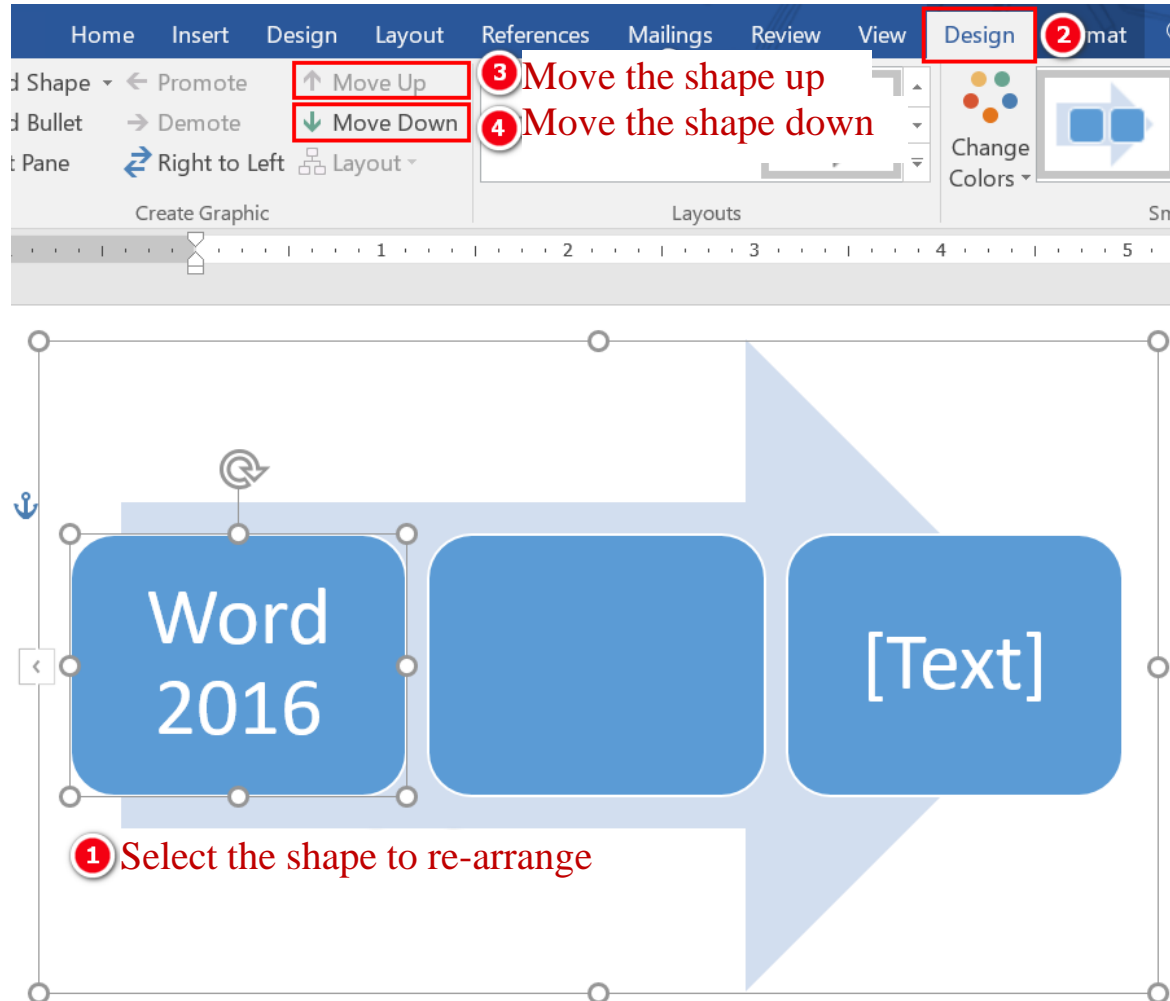
4- Format SmartArt

b. Delete a shape from a SmartArt



4- Format SmartArt

c. Re-arrange shapes in a SmartArt

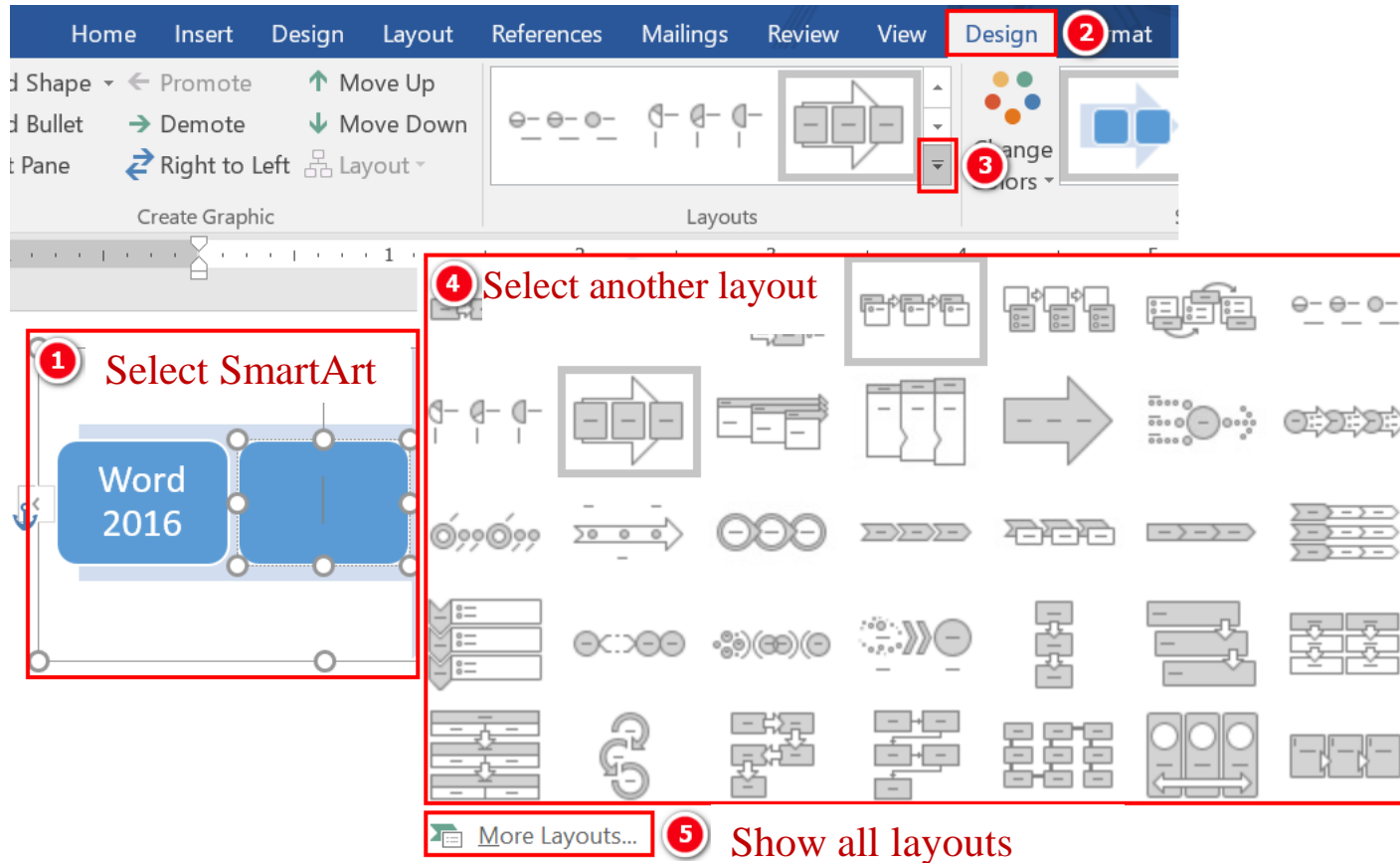


The screenshot shows the Microsoft Word ribbon with the **Design** tab selected. The **SmartArt** group is visible, showing options like **Promote**, **Demote**, **Right to Left**, and **Layout**. The **Move Up** and **Move Down** buttons are highlighted with red boxes. Red annotations with numbers 3 and 4 point to these buttons: "3 Move the shape up" and "4 Move the shape down".

Below the ribbon, a SmartArt diagram is shown. It consists of three blue rounded rectangular shapes arranged horizontally, connected by a large light blue arrow pointing to the right. The first shape contains the text "Word 2016", the second is empty, and the third contains "[Text]". A red annotation with the number 1 points to the first shape: "1 Select the shape to re-arrange".

4- Format SmartArt

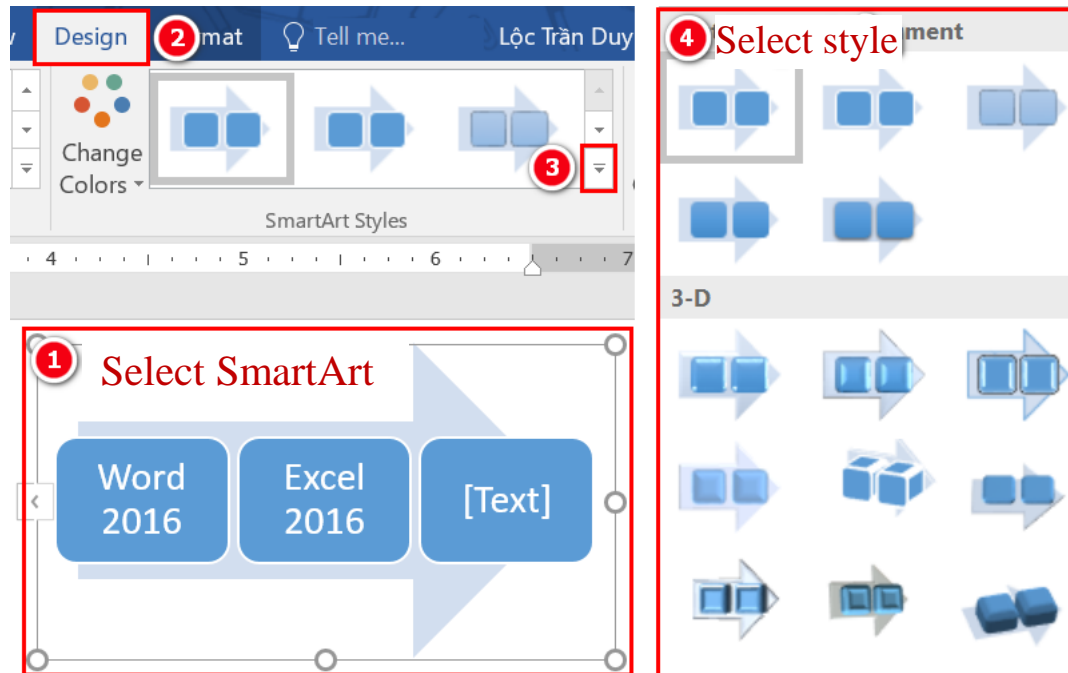
d. Change a SmartArt



The screenshot illustrates the steps to change a SmartArt layout in Microsoft Word. The **Design** tab is active, and the **Layouts** group is expanded. A red box labeled **1** highlights the **Select SmartArt** button. A red box labeled **2** highlights the **Change Colors** button. A red box labeled **3** highlights the **Layouts** button. A red box labeled **4** highlights the **Select another layout** button. A red box labeled **5** highlights the **Show all layouts** button. The **More Layouts...** button is also visible.

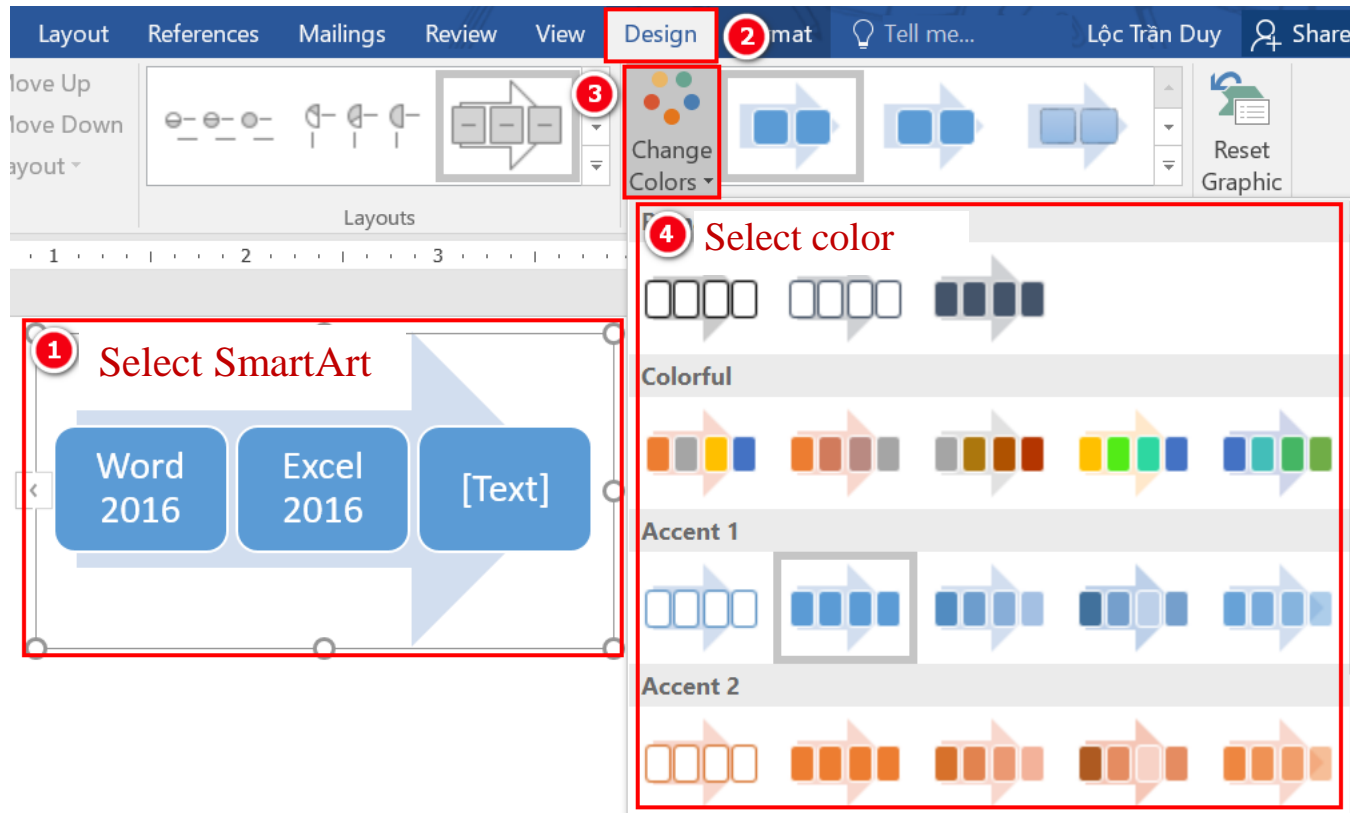
4- Format SmartArt

e. Apply a style to a SmartArt



4- Format SmartArt

f. Change the color of a SmartArt



4- Format SmartArt

g. Format each shape in a SmartArt

Perform similarly to shape (Lecture of Week 6 - Chapter 4)

Chapter 4. Inserting and formatting objects in a document



4.1 Insert and format Pictures

4.2 Insert and format Shapes

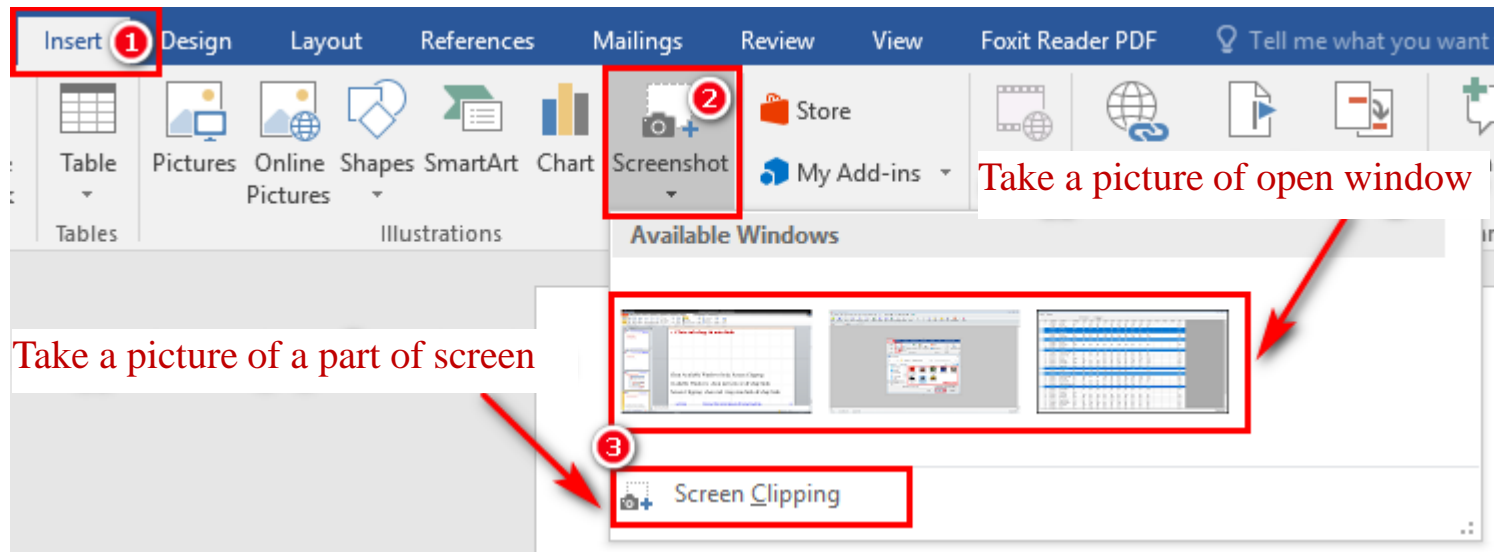
4.3 Insert and format WordArt, SmartArt

4.4 Insert Screenshot (Screen Clipping)

4.5 Apply and manipulate Text Boxes

4.4 Insert Screenshot (Screen Clipping)

1/. Insert Screenshot (Screen Clipping)



Chapter 4. Inserting and formatting objects in a document



4.1 Insert and format Pictures

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4.3 Insert and format WordArt, SmartArt

4.4 Insert Screenshot (Screen Clipping)

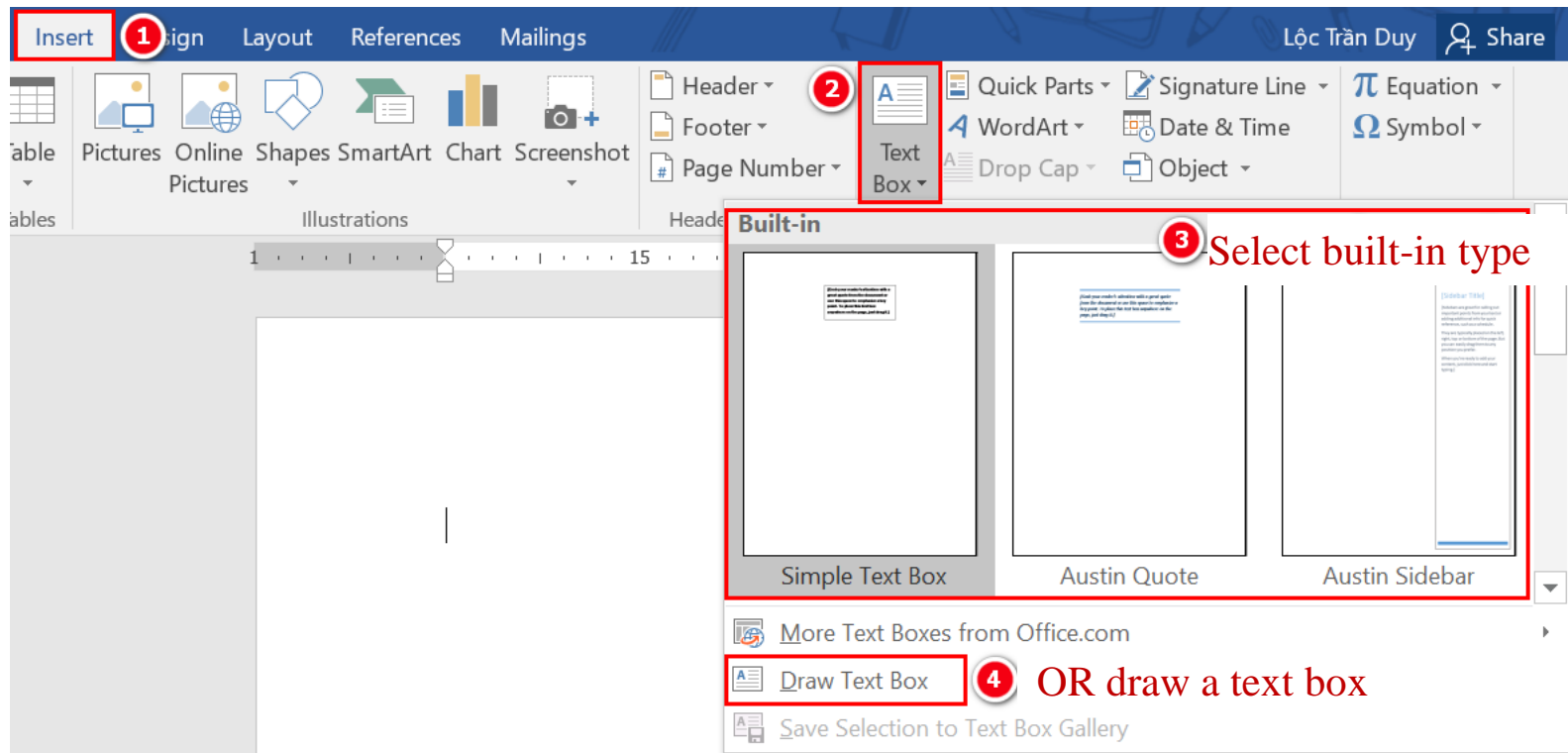
4.5 Apply and manipulate Text Boxes

4.5 Apply and manipulate Text Boxes

1/. Apply and manipulate Text Boxes

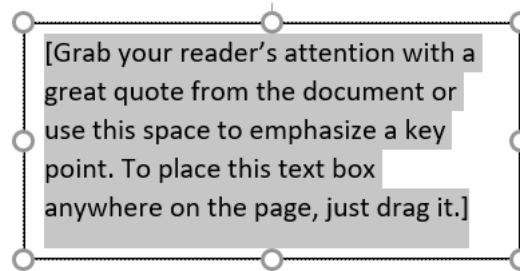
1- Apply and manipulate Text Boxes

• Insert a Text Box



1- Apply and manipulate Text Boxes

- Enter the text into a Text Box



- 1 Click Text Box and enter the text

1- Apply and manipulate Text Boxes

- **Format Text Box**

Perform similarly to shape (Lecture of Week 6 - Chapter 4)

Chapter 4. Inserting and formatting objects in a document



4.1 Insert and format Pictures

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4.5 Apply and manipulate Text Boxes